



COASTAL PROGRAM ANALYST II
CALIFORNIA COASTAL COMMISSION
SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION
OPEN EXAMINATION



JW74-4735 90001CG

CONTINUOUS FILING

CALIFORNIA STATE GOVERNMENT - AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS FILING CUT-OFF DATE

Applications must be postmarked or received in the Human Resources Office by Friday, January 30, 2009, 5:00pm, the cut-off date for this testing period. Applications postmarked, personally delivered or received via interoffice mail or facsimile after that date will be held and processed for the next testing period.

EXAMINATION DATES:

All examination phases will be conducted in California.

Written Test: Monday, March 2, 2009 in San Francisco and in Long Beach. Allow 5 hours to complete the written test process. Interviews will be scheduled immediately after the written tests are scored for those who pass.

Qualifications Appraisal Interview: Will be held in San Francisco and Long Beach on Tuesday, March 3, 2009 and Wednesday March 4, 2009. Additional interviews may be scheduled through Thursday, March 5, 2009 in San Francisco as the number of candidates warrants. Interview dates are subject to change based on the number of candidates.

FILING INFORMATION:

Applications must be **POSTMARKED no later than Friday, January 30, 2009**, the cut-off date for this testing period. Applications postmarked, personally delivered or received via interoffice mail after that date will be held for the next testing period.

Applications may be filed in person or by mail with:
Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

LOCATION SELECTION: In Item # 1 on the application write the city where you prefer to take the examination (written test/oral interview), either San Francisco or Long Beach.

If you have a disability and need special testing arrangements, mark the appropriate box in Item # 2 on the application and you will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

THE POSITION:

The Coastal Program Analyst II is the journey person level of the class series. Under general supervision, incumbents perform responsible, varied and complex technical, analytical planning and/or regulatory work related to the uses of California's ocean and coast and San Francisco Bay and its shoreline; incumbents may also act as lead persons for projects directing the work of other analysts.

Positions exist statewide in Eureka, San Francisco, Santa Cruz, Long Beach, Ventura and San Diego with the California Coastal Commission and in San Francisco with the San Francisco Bay Conservation and Development Commission.

SALARY RANGE: \$4619 - \$5616 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for the examination by Monday, March 2, 2009, the written test date.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the requirement.

Either I

One year of experience in California state service planning, managing or regulating the uses of land or water in a class at a level of responsibility equivalent to the Coastal Program Analyst I, Range C. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Three years of experience: In planning, managing or regulating uses of land or water, which must have included substantial technical review of permit applications or the formulation of plans that relate to the environmental impact of proposed development. (A Master's or Doctoral Degree in Urban, Regional or Environmental Planning, Ecology, Marine Biology, Geology, Geography, Coastal Management, Environmental Science, Natural Resource Management, Public Policy or a related field; or a Juris Doctor degree from an accredited law school may be substituted for one year of the general experience requirement. Both substitutions may be applied. Postgraduate educational substitutions for experience may not exceed two years.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)

EXAMINATION INFORMATION:

The examination will consist of a pass/fail written test and a qualifications appraisal interview weighted 100%. To obtain a position on the eligible list, a minimum rating 70% must be attained. **COMPETITORS WHO FAIL TO APPEAR WILL BE DISQUALIFIED.**

Written Test - Pass/Fail

Scope:

- A. Principles and practices of planning and coastal management
- B. Analysis of data
- C. Reading Comprehension

Written Test Waiver:

You may waive the written test if you have successfully taken it within the last five years. Please note on the application in Item # 12 "Explanations" the date and location of the test that you passed. Those taking this written test should retain their notice of results for use in future examinations if such a waiver remains available. A new application and interview are required for each future examination.

Qualifications Appraisal - Weighted 100%

Scope of interview, general competitive factors:

- A. Knowledge of:
 - 1. Principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning.
 - 2. Public policy development.
 - 3. Current trends and applications in Federal State and local planning.
 - 4. Administrative, land use and environmental law.
 - 5. Permit review and zoning procedures.
- B. Ability to:
 - 1. Analyze situations accurately and take effective action.
 - 2. Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups.
 - 3. Analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports.
 - 4. Inspire confidence and trust.
 - 5. Establish and maintain effective and cooperative relations with those contacted in the course of work.
 - 6. Exercise common sense and good judgment.
 - 7. Lead the work of other staff and work independently.

ELIGIBLE LIST INFORMATION:

The names of successful competitors will be merged into the existing eligible list for Coastal Program Analyst II. A candidate may not compete more than once in a 12-month testing period for this examination. The merged eligible list will be used to fill positions with the California Coastal Commission and the San Francisco Bay Conservation and Development Commission. Candidate's list eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

NEITHER CAREER CREDITS NOR VETERANS' PREFERENCE CREDITS WILL BE APPLIED TO THIS EXAMINATION

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Applications must be POSTMARKED or received in the Human Resources Office no later than Friday, January 30, 2009 5:00PM to qualify for this Testing Period. Applications postmarked, personally delivered or received via interoffice mail or facsimile after that date will be held for the next testing period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources Office of the California Coastal Commission **two weeks after the filing date** if he/she has not received his/her notice of written examination.

For an examination without a written feature, it is the candidate's responsibility to contact the California Coastal Commission's Human Resources Office, (415) 904-5430, or toll free (866) 831-2540 **two weeks** after the final filing date if she/he has not received a progress notice.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board website at: www.spb.ca.gov, local offices of the Employment Development Department and the California Coastal Commission website at: www.coastal.ca.gov and the San Francisco Bay Conservation and Development Commission at www.bcdc.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Coastal Commission and the San Francisco Bay Conservation & Development Commission reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience,

personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recent timeframe of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a candidate's personal development will include consideration of her/his recognition of her/his own training needs; her/his plans for self-development; and the progress she/he has made in efforts toward self-development. Please see "Questions and Answers About the Coastal Program Analyst Series" on our website at www.coastal.ca.gov for more information regarding examination preparation.

High School Equivalence: May be demonstrated in any one of the following ways; 1) Passing the General Educational Development (GED) Test by scoring at least 35 on each of the five sub-tests and averaging 45 for all the sub-tests; 2) Completion of 12 semester units of college-level work; 3) Certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) Clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Credits: Veterans' preference credits will be added to the final score of all competitors who are successful in the examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veteran Preference Application form, which is available from the State Personnel Board office, written test proctors and the Department of Veteran Affairs, P.O. Box 1559, Sacramento, CA 95807.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678. (See also section 5 of the application.) (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Release Date: 12/22/08

CALIFORNIA COASTAL COMMISSION
Human Resources Office
45 Fremont Street, Suite 1930
San Francisco, CA. 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

SAN FRANCISCO BAY CONSERVATION &
DEVELOPMENT COMMISSION
50 California Street, Suite 2600
San Francisco, CA 94111

TDD (415) 597-5885

TDD is Telecommunications Device for the Deaf and is reachable only on phones equipped with a TDD device.